



Recertification Guide

Recertification Program Overview

Achieving certification through The International Triathlon Coaching Association (ITCA) as a Certified Triathlon Coach ensures that you have achieved the necessary knowledge and ability to apply basic skills and concepts toward both useful and effective coaching skills and operating your own practice as a Certified Triathlon Coach.

In order to ensure knowledge, skill and ability levels are both maintained and increased, the ITCA Executive Certification Board (ECB) requires all Certified Triathlon Coaches to obtain continuing education on a consistent and continuous basis and that certification as a professional is upheld.

Continuing Education Requirements and obtainment of CEUs

The ITCA ECB requires its certified personal fitness trainers to complete 40 Continuing Education Units (CEUs) over a two year period. Each 0.1 CEU is worth one hour of study time or one contact hour in a live training format. All ITCA ECB approved coursework is listed with predetermined CEU values at:

<http://www.nestapft.com/continuing-education-approved-providers.html>

The ITCA ECB has chosen a two year time frame for renewal as scientific research and the application of that research changes over the course of a two year period. Certified Triathlon Coaches must stay abreast of scientific research and its applications as it changes in order to continue to deliver both advanced and effective coaching that is progressive in nature and useful at an individual level. ITCA Certified Triathlon Coaches are encouraged to learn and obtain further education on a consistent and ongoing basis every year by attending a live training or completing a home study course at least once every 6-9 months and encouraged to exceed the required 40 CEUs for recertification.

Recertification Fees and Payment Options

The fee for recertification as an ITCA ECB recognized Coach is \$75. Fees and recertification applications with the necessary CEU credits accomplished must be received by The ITCA ECB on or before certification expiration date (as shown on The ITCA Certification Award) to avoid late fees and ensure reception of certification renewal within 30 days of certification expiration.

Category A Activity	CEUs Awarded	Required Documents
College/university course (semester)	0.5 CEUs per credit hour	Official transcript
College/university course (quarter)	0.3 CEUs per credit hour	Official transcript
Primary contributor to university research study	0.5 CEUs for 8 wk study 1.0 CEUs for 12+ wk study	Copy of study

Category B - ITCA Approved Live Training

- The ITCA will make final determinations for actual CEUs awarded for any live training course, workshop, conference, symposium or seminar
- See listing of ITCA Approved Educational Providers at :
<http://www.nestapft.com/continuing-education-approved-providers.html>
- Live coursework that is not listed as approved by ITCA will require submission of a petition form for recognition (found at the end of this guide) and a petition fee
- A maximum of 3.0 CEUs is allowed from this category for each two year recertification period

Category B Activity	CEUs Awarded	Required Documents
ITCA-specific workshops or conferences	0.1 CEUs per contact hour	Certificate of attendance
ITCA approved provider workshops, seminars, conferences or symposiums	0.1 CEUs per contact hour	Certificate of attendance

Category C - ITCA Approved Home Study Courses

- The ITCA will make final determinations for actual CEUs awarded for any home study course
- See listing of ITCA Approved Educational Providers at :
<http://www.nestapft.com/continuing-education-approved-providers.html>
- Home study courses that are not listed as approved by ITCA will require completion and submission of a petition form for recognition (found at the end of this guide) and a petition fee
- A maximum of 3.0 CEUs is allowed from this category for each two year recertification period

Category C Activity	CEUs Awarded	Required Documents
ITCA home study courses	0.1 CEUs per education hour	Certificate of completion
ITCA approved provider home study courses	0.1 CEUs per education hour	Certificate of completion

Petition for CEUs

Coursework that is consistent with the content of the performance domains for The ITCA but not pre- approved by The ITCA will require completion and submission of the petition form available at the end of this guide. A \$25 petition fee is required with submission of petition for each course to be reviewed.

Recertification Application (20__ through 20__)

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work/Cell Phone _____
Email _____

Certification Number _____

Recertification Fees:

Recertification Fee: \$75 = _____
Late Fee (1-30 days): \$25 = _____
(31-60 days): \$50 = _____
(61-90 days): \$75 = _____

Total Fees: = \$_____

Payment Information

VISA Mastercard American Express Money Order Company Check

Credit Card Number: _____ Expiration: _____

CVV Code: _____ Name on card: _____

Signature: _____

Recertification Application Checklist: (Did you include everything before submission?)

- Complete application form
- Payment Information with payment included
- Submit between 90-1 days prior to recertification expiration

Mail complete application and materials to:

ITCA ECB Recertification Program
30245 Tomas
Rancho Santa Margarita, CA 92688

Signature Confirmation

I hereby attest that the above application information and all materials included in submission are complete and accurate to the best of my knowledge. I understand the ITCA Code of Ethics and standards of practice required of a Certified Triathlon Coach and agree to its terms.

Signature of Primary Contact Person

Date